

**MINUTES
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE PARK RIDGE PUBLIC LIBRARY HELD AT 7:00 P.M. ON
TUESDAY, FEBRUARY 18, 2014 IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY**

CALL TO ORDER

Mrs. Harrison called the meeting to order at 7:05 p.m.

ROLL CALL

TRUSTEES PRESENT: Margaret Harrison, President; John Benka, Vice-President; Audra Ebling, Secretary; John Schmidt, Treasurer; Charlene Foss-Eggemann, Robert Trizna, Jerry White

TRUSTEES ABSENT: Joseph Egan, Dorothy Hynous

OTHERS PRESENT: Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, John Doyle, Kelly Durov, Linda Egebrecht, Gretchen Kottkamp, Maggie Thomann, Library Staff; Jack Owens, Park Ridge Kiwanis

CONSENT AGENDA

Mr. Trizna MOVED to approve the Consent Agenda.

Mr. White SECONDED the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE GENERAL PUBLIC

None

SECRETARY'S REPORT

Mrs. Ebling circulated two folders of correspondence and reviewed the contents:

- Copy of the Google Analytics Library statistics summary for 01/01/14 through 01/31/14
- Mrs. Harrison's copy of the letter from Jesse White, Secretary of State/State Librarian, announcing the award of the FY2014 Illinois Public Library Per Capita Grant for \$46,850.00 to the Park Ridge Public Library. Mrs. Van De Carr stated this is more than was received for the last few years. Mrs. Foss-Eggemann voiced her congratulations and asked who applied for the grant. Mrs. Van De Carr replied that we apply for it every year.
- A comment card from Candice Bargo, Park Ridge resident, complaining that she didn't know her library card had expired and it was denied at Des Plaines Library. Mrs. Van De Carr noted that once the Library begins charging non-residents for computer use, the system will block expired Park Ridge library cards, forcing people to renew their cards and pay any late fees on their cards.
- An email to the Library Director from Jim & Fern Barushok, Park Ridge residents, stating, "...the Library is THE HUB of a community. I am truly sorry to hear that things are being taken away from the Library. For our town citizens and our children the Library is one of the most important functions, next to the schools. I will continue to support the Library in any and all ways that I can, and I always thank all of the staff for the programs and information that we receive from our Library."
- A Library flyer regarding Library resources for parents of Kindergarten children: "How the Park Ridge Public Library Can Help Your Child Grow".
- Copy of the February, 2014 issue of the Reporter, the magazine/newsletter published by the Illinois Library Association.
- Copy of the November/December 2013 issue of The Voice magazine – an ALA (American Library Association) publication – geared toward "Library Trustees, Advocates, Friends, and Foundations".
- Copy of the December 2013–February 2014 (Winter) issue of the Niles Public Library newsletter.

TREASURER'S REPORT

Mr. Schmidt reported that the Year to Date Budget Report on page 6F indicates that with 75% of the fiscal year completed, the Library has only spent 29% of the operating budget, but salaries are not included in this number. Mr. Schmidt announced that he has reviewed the warrants and the Library is solvent. He added that per page 6B, the Library Fund Balance Report and the Library Technology Fund Balance Report are unavailable because the reports were not received from the City.

Mrs. Van De Carr announced that Ms. Berger was able to obtain salary figures from the ADP Time & Attendance system, and on the back of page 6F is an estimated year to date for the salaries and estimated year to date for the operating budget. Mrs. Van De Carr stated that she did not include these figures on the Year to Date Budget Report because the figures come from a different source, i.e., ADP. She added that this estimated Year to Date Budget report shows that with 75% of the fiscal year completed, the Library has spent 70% of the operating budget. Mrs. Harrison thanked Ms. Berger for doing the report and added that it is very helpful. Mrs. Van De Carr added that it was a big job and from now on the City will be providing the Library with a monthly salary report.

Mrs. Van De Carr reported that the Library sold the Walgreens stock donated by Mr. Harold E. Scheffore, and the value was \$116,531.97. The Library also just received the \$71,857.00 check from the Bruce A. Michel Trust for database subscriptions, which also goes into the Restricted Gift Fund. Mrs. Van De Carr said that page 6E indicates \$125,000 being moved to a twelve month CD at Chase Bank.

LIBRARY DIRECTOR'S REPORT

Mrs. Van De Carr referred to the pages highlighting the Library's statistics and reported that January circulation is down by about 5,000 items, and year to date circulation is also slightly lower than the previous year. Mrs. Van De Carr stated she believes the polar vortex had something to do with this and everyone laughed. Mrs. Harrison stated that the reports should have a notation that indicates "worst winter in almost 50 years". The Computer Use Statistics are almost exactly what they were in December, with 4,486 logins in the building. Collections growth patterns are where they should be for the collections we are building.

Total registered borrowers, or total number of Park Ridge residents who have current library cards, as of January 31, 2014 is 25,178 which equates to 67% of the population.

Mrs. Van De Carr reviewed the daily door count report which indicates the number of daily visits as well as how many people attended Library programs and community programs in the Library. The daily visits were down slightly; there were two Mondays where the Library closed at 5:00 pm instead of the usual 9:00 pm due to the arctic cold. Some programs were cancelled, and others were rescheduled because the evenings they were slated for were dangerously cold. Mr. Trizna asked if January 27 was an arctic Monday, to which Mrs. Van De Carr replied that it was; both Monday, January 6 and Monday, January 27 were at or below 10 degrees below zero without the wind chill. Mrs. Harrison stated that she and Mrs. Van De Carr touched base both days to see if the Library should be open at all, but the Library is considered a warming center so they wanted to be open for a few hours. Mrs. Van De Carr added that although there were no people in the Library warming up, the schools were closed so a lot of parents came in to borrow movies and books. Mrs. Van De Carr reported that although January visits, program attendance and year-to-date visits were down, year-to-date program attendance was up significantly over the last few years.

Mrs. Van De Carr reported that the number of virtual visits to the Library website in January from outside the Library was up compared to December, with 22,284 visits, with a year-to-date total of 183,775 virtual visits. She added that this is a new statistic this year and next year the chart will indicate comparison data between the two years. Mrs. Van De Carr noted that year to date program attendance is up significantly, with 23,972 attendees so far this year.

In response to Mr. Trizna's inquiry, Mrs. Van De Carr explained that "virtual visits" are visits to the Library via the website from individual unique devices outside the Library. Visits from computers inside the Library are not included in these numbers. Mrs. Van De Carr added that the Google Analytics report

that is circulated in the red and blue folders for the Board to review indicates that on average 22,284 virtual visits between January 1 and January 31 averaged 2 minutes, and averaged two pages per visit. In response to Mr. Trizna, she added that Google Analytics only count when someone stays on the Library's website. When someone goes to the Library website and then clicks on the digital collection, they leave the Library's website, and if they click the "back" button they then come back onto the Library website and that may indicate a visit. Mrs. Harrison stated it was very interesting to see the number of virtual visits went up so much in January and wondered aloud if that was due to the cold weather. Mrs. Van De Carr agreed, and stated they may have been downloading magazines, books, or media from the comfort of their home. Mrs. Foss-Eggemann asked when Hoopla was made available, to which Mrs. Van De Carr replied that Hoopla was made available in January. Mrs. Foss-Eggemann wondered if this could have increased the number of virtual visits. Mrs. Van De Carr replied that it may be possible, especially since it was on the cover of the January/February Library newsletter. She added that because the digital resources are intangible, staff have to conduct periodic PR campaigns to keep the resources on the mind of the users, usually every few months in order to remind patrons that they are available.

Mrs. Van De Carr reviewed the Outreach statistics, reporting that there were 17 visits to groups outside the Library, which reached 315 people for a year-to-date total of 11,033 people impacted by the Library's Outreach services. There were also 627 loans of materials to the schools, nursing homes and home bound patrons.

Mrs. Van De Carr reviewed the personnel report, noting that a new Page in Children's Services, Zoe Salemi, was hired January 30; one Reference Services Page, Tom Chaplin, left the Library effective February 8, and two new volunteers began helping out in the Library, one of which, Pat Jasinowski, is a former Children's staff member. Mr. White asked what kind of vetting the volunteers undergo before volunteering at the Library, to which Mrs. Van De Carr stated that all volunteers fill out an application, pass the same kind of background check as prospective Library employees (through the Illinois State Police), and are interviewed by the Volunteer Coordinator so that their skills and interests match the tasks we need them to do.

Mrs. Van De Carr acknowledged the many donations listed on page 6E of the packet; which included \$116,531.97 from the liquidation of the Walgreens stock donated by Mr. Harold E. Schefdore, six donations to the Centennial Fund, one Buy-A-Brick purchase, a gift from the BP Fabric of America gift matching fund, and twelve other individual donations.

Mrs. Van De Carr reminded the Board that the nomination forms for the Annual Library award are due March 1, and she doesn't believe any nominations have been received. If any of those assembled have someone they would like to nominate for the Award, they can obtain a form from the Library website or from a Library staff member.

Mrs. Van De Carr reported that typically at this time of year the Library has all the tax forms for patrons, but this year the State of Illinois has not distributed them all. Therefore, staff are directing patrons to the proper websites from which the forms can be printed.

Mrs. Van De Carr stated she is still awaiting word from the RAILS on the matter of whether or not the Library can charge non-residents to check out DVDs and video games if it doesn't charge its own patrons. Mrs. Van De Carr said that according to the Library's attorney, Ms. Henn, the Administrative Code does not prevent the Library from charging, but she has also been told by various people at RAILS that we should treat reciprocal borrowers as we do Park Ridge cardholders. Mr. Benka asked what the consequence or sanction would be if the Library followed its attorney's opinion, to which Mrs. Van De Carr replied she doesn't know. She added that there are a few libraries that charge reciprocal borrowers, but she is not sure if this would affect the Library's eligibility for the Illinois Per Capita Grant. Nothing like this has ever come up before and she intends to delve further into the matter to get a definitive answer. She stated she will keep the Board informed of the result.

Mrs. Van De Carr stated that the only other matter she has to bring before the Board is a person who asked that the Board review her request to place a dedication on the Buy-A-Brick that is not on the list of approved phrases/dedications as set down in the Library policy. After some discussion regarding the

matter, it was the consensus of the Board to deny this request to deviate from the set of 20 approved phrases/dedications.

COMMITTEE REPORTS

Planning & Operations:

Mrs. Harrison reported that, in regard to the Food for Fines program, after everyone presented at February's Board meeting, there were the two things that stood out in her mind and got her thinking about different approaches to the program. The first, it was clearly communicated that the schools in Park Ridge provide the lists of families to whom the food is delivered; the Food for Fines program fulfills that need and therefore the Library is serving its community with the program. Second, the sheer number of people who attended the meeting – Mrs. Harrison noted that the Library has never attracted that much attention nor attendance at a Board meeting for input on any one topic being discussed. Mrs. Harrison added that although the Library collects the food, the Kiwanis Club organizes and conducts all the work in the background for sorting and delivering the food. So she contemplated how to come up with a middle ground rather than cut the program. She suggested to the Committee to keep the Food for Fines program with the stipulation that a patron can donate food in lieu of the first \$5 in fines, and if any amount above that amount is owed then it would have to be paid in cash. In communication with Mrs. Van De Carr it was stated that this process would not be more work for Circulation staff, so Mrs. Harrison put it before the Committee and they liked the idea. Mr. White stated he thinks it's a great idea.

Mr. Trizna asked to table the matter until a full Board is in attendance. He added that he would like to see the Kiwanis show up again at another meeting; he stated that he wasn't impressed that they all showed up en masse because he felt it wasn't an outpouring of individuals showing up in support of the program, it was an orchestrated showing especially since the Library is doing all their work. Secondly, he loves the quote from Mr. Owens and he wishes he was here this evening, because the quote states, he would "gladly write a check for whatever the Board wants from him for that loss". Mr. Trizna stated that "loss" is the estimated revenue of somewhere between \$3,000 and \$7,000 and he would love to see Mr. Owens actually write that check. Mr. Trizna stated he loves grand gestures, and his own grand gesture in this regard was to say he will donate \$100. Mr. White asked Mr. Trizna that even if Mr. Owens writes a check for \$5,000, theoretically that is still taking money from the taxpayers according to Mr. Trizna's explanation, to which Mr. Trizna stated that, no, the people wouldn't get absolved of the fines, but they would still donate food and Mr. Owens would still give that check. Mr. White stated that check from Mr. Owens is still taking money from the taxpayers. Mr. White added that he had suggested to Mrs. Van De Carr to gather a consortium of people who would be willing to put in \$100 or more each to cover the cost of the program. Mr. White stated that it is harsh to say that the Food for Fines program is "theft" from the taxpayers. Mr. Trizna replied that the Library is giving money away by forgoing the fines.

There was considerable discussion regarding the Food for Fines program. Mr. Trizna asked to table the vote. Mr. White stated that now Mr. Trizna and Mrs. Foss-Eggemann want to table the vote on the Food for Fines program, and earlier last year Mr. Trizna wanted to know why the Board kept tabling it.

Mr. Trizna brought up the matter of closing on Sundays during the summer, which is the busiest day of the week (number of people an hour), thus depriving the people of service on a Sunday while a third of those days could be opened if the Library was not forfeiting money that could be taken in instead of having Food for Fines. Mr. Schmidt stated that the Library is "depriving" people of service on Sundays because the City Council, which is voted in by the public, has reduced the amount of money the Library has to work with and so in order to live within its means the Library has decided to save money by closing on Sundays during the summer. Mr. Schmidt stated that voters have already paid their taxes to use the Library, and added that he doesn't have children anymore in school and he still pays taxes for the schools. (Mr. Trizna said that the taxpayers aren't using the computers or attend the programs. Mr. Schmidt stated the computers are available for everyone to use as are the programs.)

Mr. White stated the Library is not a revenue producer. He asked Mrs. Van De Carr if there are any other libraries that charge for use. Mrs. Van De Carr replied that there are no libraries in the country

who charge their citizens to use the Library, to attend all programs, or to use the computers. Mr. White emphasized that the Library is not a revenue producer.

Mrs. Harrison stated it was time to come back to topic, and invited Mr. Owens to speak.

Jack Owens, Park Ridge Kiwanis and Park Ridge resident for 48 years. He stated he has participated in the Kiwanis delivery of the food collected by the Food for Fines program for at least 25 years. He stated when you see the faces of the kids and parents receiving the food when they receive the two or three large boxes of food and gift certificates that will enable them to have a ham or turkey or both, you see what this means to them. When you read the thank you notes and cards you learn how much it has meant to these families to have this food delivered and how it helped their holidays. It's so important in a community that reaches out to be a good community for everybody.

He understands that there is a proposal that would cut the amount of fines that can be forgiven by the donation of food. He asked if there is any research to determine if the \$7,000 amount would have been less if the limit on forgiven fines would have been \$5 or how much less it would have been. He asked if there are people who hold back on paying their fines to instead just pay for them with food items. Maybe this change will lessen that amount. But to ignore a program that has meant so much to this community; and to cancel a program that makes it the kind of place in which you want to live and raise your family would be a shame. The combination of the school district, the Library, and Kiwanis and the volunteers have made this program the success it is, and have helped the 25 to 30 families a year. He added that this Library has had this program for decades and it has been a very important program. Cutting back on this program would be turning our backs on the people in our community who really need the help and that's not the Park Ridge he has lived in for 48 years and in which he raised his family. He added there has to be a way to continue this program through the holidays.

Mr. Trizna asked Mr. Owens if the Library can be a collection point without forgiving fines. Mr. Owens asked why can't they do both. Mr. Doyle stated there are no hard statistics but his experience has been that people come in to donate multiple times, and they donate food even when they don't have fines. Mrs. Foss-Eggemann agrees that the \$5 idea is a wonderful idea, and suggested brainstorming other ideas to make the food collection a self-sustaining program that doesn't rely on forgiving the fines. She stated another idea is a competition like in Des Plaines where they have a "food fight" where people and businesses compete to bring in the most food. Mrs. Foss-Eggemann added that she thinks the vote should wait for the whole Board to be present. Mr. Schmidt suggested that since the program can be revisited in August with the new Board, he wants to call the question tonight for a vote.

Mr. Schmidt stated that if this motion is defeated the Food for Fines program stays in effect as it stands. Mrs. Foss-Eggemann stated she doesn't think the board should vote on the matter without having data on how the \$5 fine would change the amount of money collected. Mrs. Van De Carr stated there is no data available; the only thing that can be done is to estimate the amount of money that might have been collected. Mr. Schmidt added the subject can always be revisited in a few months when there is a change in the Board.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to continue the Food for Fines program, with donations accepted for fines up to \$5.00 and the balance of the amount over \$5.00 to be paid in cash

Roll call vote. Mrs. Foss-Eggemann voted "Present", stating she doesn't have the information she needs to vote on the matter, she doesn't know what the impact will be, and she thinks it's being rushed through.

MOTION PASSED – VOTE: 5 YAY (Harrison, Benka, Ebling, Schmidt, White) 1 NAY (Trizna), 1 PRESENT (Foss-Eggemann), 2 ABSENT (Egan, Hynous)

Mrs. Harrison reported that the Committee reviewed the memo regarding fees for computer use by non-Park Ridge card holders; "punch cards" will be created that people may purchase. The Committee

discussed fees of \$3 versus \$1 for computer use. The Committee decided upon the \$3 per use fee (or \$30 for a punch card with 10 uses). Mr. Trizna asked if the Library is authorized to charge to use the computers. Mrs. Van De Carr responded that there is nothing in the Administrative Code Rules of Illinois Library Law that says a library cannot charge for services. She stated that the issue she is in discussion with the Library system is in regard to the Library charging for borrowing materials. Mr. Trizna stated that therefore there is nothing saying the Library cannot charge residents for services. Mrs. Van De Carr explained that currently if someone comes into the Library to use the computer they either log in with their Library card number or they go to the service desk to obtain a guest pass which allows them to log onto a computer. When the policy changes, no one will be given a guest pass unless they pay \$3 to use the computer for one hour (or purchase the \$30 punch card for 10 uses); residents will have to either go down to the Circulation desk and obtain their card number if they forgot it or pay to use the computer. Mrs. Van De Carr stated that the Board asked her (and staff) to come up with ways to raise revenue and this is one of the items discussed during the budget process. Staff initially suggested charging \$1.00, and one of the trustees last month stated it should be more than that, and so the fee was changed to \$3. In response to Mr. Trizna's inquiry, she stated that the charge is \$3 per hour and it will be controlled via the PC Reservation System which will notify the user as the one-hour time limit approaches that it is about to shut off unless they pay another \$3. This ability is already in the system software. Mr. Trizna verified that Kinko's is \$18 per hour, to which Mrs. Van De Carr replied yes, computer use is 30 cents a minute at Kinko's.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to institute a fee of \$3.00 for computer use by non-Park Ridge card holders, the fee to be charged either per-use, or by using a \$30 punch card having 10 uses.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Harrison reported the Committee discussed the new policy IA8a, Gifts of Real Property. The Committee made some minor changes in wording. Mrs. Van De Carr explained that this is a new policy that the Board decided should be in place in case someone ever gives the Library a gift of property/real estate. Mrs. Van De Carr stated that at the Committee meeting Mr. Egan had voiced concerns at the January Committee meeting about assessing the property for environmental issues, so #4 was added to the policy. Mrs. Van De Carr discussed the point with Mr. Egan and he stated this sufficiently addressed his concerns about the costs of environmental cleanup, etc. The Committee also made some minor changes in wording. In response to Mrs. Foss-Eggemann, Mrs. Van De Carr stated there is no stipulation in the policy which precludes the Board from holding onto donated property; the decision of what to do with the donated property would fall to the Board of Trustees. Handling donated stock is different from handling donated property.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to approve Policy IA8a, Gifts of Real Property, as revised

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Harrison stated that the Committee discussed a new policy, IC12, Non-Resident Fees, which addresses charging fees to non-Park Ridge residents. The policy currently only addresses the computer use fee. The matter of charging for borrowing materials is not currently in this policy.

In regard to the computer use fee for non-residents, Mr. Trizna asked if there is a projection of a revenue amount. Mrs. Van De Carr replied that in December she gave the Trustees a chart that listed some options for revenue; however, on that chart it was assumed that the fee would be \$1 not \$3 to

use a computer and it estimated \$3,000 per year in revenue. Mrs. Van De Carr added that she honestly believes the cost in staff time in managing the computer use and fees will be greater than the revenue taken in. She believes the majority will only pay to use the computer once and afterwards will go to another library to use the computers for free; to which Mr. Trizna said, "good", so she doesn't think this will generate much revenue at all. Mr. Trizna asked if there is a projection for the \$1 fee to borrow DVDs or video games. Mr. Schmidt asked if a person borrows a DVD or video game via Interlibrary Loan will they get the materials for free, Mrs. Van De Carr replied yes, because the policy of the local Library at the time of the action governs the fees. Mr. Trizna asked if Mrs. Van De Carr actually believes the cost in staff time will be more than the revenue received, to which Mrs. Van De Carr replied "yes". Mr. Trizna asked why we are doing this, to which Mrs. Van De Carr replied that the directive of the Board was to try some new ways to generate revenue, this is what the staff thought of and this is what the Board has approved; so the Library will institute the charges. Mr. Trizna stated he thought that implicit in these actions was net revenue.

Mrs. Van De Carr stated this is all an unknown until we try it, and if later it is discovered the revenue is minimal then perhaps the matter will have to be reassessed. Mrs. Van De Carr stated these actions have already taken a great deal of staff time. These revenues will be tracked separately and then reported back to the Board in a few months.

Mrs. Harrison asked when this policy will go into effect, to which Mrs. Van De Carr replied it would begin March 10. Mrs. Harrison suggested the matter be evaluated in October during the budget discussions to see if it has been effective. Mrs. Foss-Eggemann suggested that additional tracking and employee cost may stop after a period of time. Mr. Benka stated he disagrees with Mrs. Van De Carr that it is a big deal for the staff to do an extra duty. Mrs. Van De Carr replied that the staff already have a full day of duties for seven-and-a-half-hours and time is money, everything staff does costs money and even if it is 20 minutes a day then that adds up to a couple of hours of their time each week that they could be doing something else. Mr. Benka thinks this is small potatoes compared to other requests the Board makes of staff. Ms. Berger stated that from the staff perspective there is the ongoing time, but there has been a tremendous amount of time put forward at this point by numerous people and committees getting all of the pieces in place to get this to work and to be put into place. For example just the blocking of non-resident patrons in the system has involved every department manager in the Library in multiple meetings; so there is a significant investment of time in this policy and action just from the staff perspective

Mrs. Van De Carr stated that staff has already had interactions with many unhappy people who have heard about the changes and there will be more of that. There will be quite a bit of ill will that staff will have to deal with and they are prepared and will do it but it is not without pain. This is new ground we are treading because this is not historically what is done by public libraries.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to approve Policy IC12, Non-resident Fees

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Harrison stated the next matter discussed was policy 1C6, Public Access Computers as revised. Mrs. Van De Carr said this revision was just to add rule #4 which will refer to Policy 1C12, Non-Resident Fees, rather than changing fees in individual policies, fee amounts would be changed and noted in IC12.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to approve Policy IC6, Public Access Computers as revised.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Van De Carr said the revision to Policy IC10, Printing, approved by the Committee were the two sentences in bold.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to approve Policy IC10, Printing as revised.

Roll call vote.

MOTION PASSED UNANIMOUSLY

Mrs. Harrison explained that the Committee reviewed and discussed the "Intergovernmental Agreement for the Cost-Sharing of PTAB Appeal Intervention Costs" which has to do with contesting appeals to property taxes. All of the taxing bodies benefit from successful challenges of property tax appeals and this cost sharing agreement is a cost effective way for the taxing bodies to share in the related expenses. Mrs. Van De Carr stated that this only has to do with authorizing the Library Board President and Secretary to sign the Intergovernmental Agreement which basically says that all of these taxing bodies will share in the costs of any sort of appeal intervention. She explained that this is not regarding attorney fees.

In response to Mr. Trizna's inquiry, Mrs. Van De Carr replied the Library has not been involved independently in a challenge to a tax appeal, but rather it has in conjunction with the City. Mr. Trizna asked what the Library has paid in the past, to which Mrs. Van De Carr replied it's been a small percentage of the attorney's fees. The Library has an agreement that unless the estimated value of the challenge is a particular dollar amount or percentage, the appeal is not contested, and the Library doesn't pay anything, but if it is contested the City and the School District pays the majority of the cost and the Library pays a smaller percentage; it is a loss of tax revenue if the appeal is lost. Mr. Trizna stated that even if the Board does not enter into the cost sharing agreement, the Library will still receive the benefit of any tax appeal that the other entities successfully challenge. He therefore suggests that the agreement not be entered into by the Library. Mr. Benka asked Mr. Trizna if he would like someone from the City to come to a Board meeting to explain the benefits and costs of signing this agreement. Mr. Trizna replied he would rather have someone explain it rather than just signing it arbitrarily. Mr. White agreed that he would like someone from the City to come and explain the document to the Board. Mrs. Harrison asked if the Library has ever not signed the Intergovernmental Agreement", to which Mrs. Van De Carr replied no, but the document requires the Board's signature. She stated if the Board wishes her to do so, she will ask the City Manager to come to a Board meeting and explain the document. The Board said not to do so.

On behalf of the Committee, Mrs. Harrison made a

MOTION: to authorize the Library Board President and Secretary to sign the Intergovernmental Agreement for the Cost-Sharing of PTAB Appeal Intervention Costs between the City of Park Ridge, District #207, District #64, the Park Ridge Public Library and the Park Ridge Park District.

Roll call vote.

MOTION FAILED UNANIMOUSLY

The Committee discussed having a strategic planning workshop on Saturday, March 22, 2014 from 9:00 to Noon in the first floor meeting room. Mrs. Van De Carr stated coffee will be served at 8:30 am.

Communications and Development:

Mrs. Ebling reported that the Committee discussed next steps for the communication plan with the first step being the press release. There have been a number of comments after the press release and so the Committee wishes to continue to communicate with the public, to make them aware of Library

reductions. The Committee also discussed adding FAQs to the Library website on how the Library is funded, who sets the budget, and why the Library budget is reduced, to help clarify the misconceptions and lack of awareness of the Library's funding and why these actions have been undertaken.

The Committee also discussed the survey about charging residents for programs. The Committee discussed the draft of the survey. Mrs. Harrison stated she asked Mrs. Van De Carr to place a check off box if the person filling out the survey wishes to be contacted by the Library to answer questions.

Mr. Trizna stated his concern with the communication plan is that it concentrates on making the public aware of the reductions in resources budget, programs, etc. but there is no mention of revenue-raising. It doesn't mention how much the increase in fees are going to be, what new fees are being considered or are options, how they will support being open on Sundays during the summer; he believes the communication doesn't seem balanced and comprehensive. Mrs. Ebling stated that all of the discussion had been had during the discussion of the press release and believed that the press release was the starting point to the communication; mentioning charging non-residents for computer use, etc.

Mrs. Ebling stated that the Committee sees its job is to communicate to the public the changes that have been made and to talk about the facts of the cuts that have been made specifically; as opposed to being speculative as to the types of revenue the Library may or may not raise. This brings the Board back to the same issues as were discussed with the press release, i.e., being factual and not speculative, with the task being to inform people as to what is happening, and the survey continues that dialog. There is no way to encapsulate all the issues Mr. Trizna raised, because we could speculate endlessly. All that can be done is to communicate to the public what actions have been undertaken. Mr. Trizna argued his belief that voicing the possible revenue possibilities should be put out in print, even though they are not known definitively, but the amounts should be given. He stated that is his problem with the survey, the press release and the communication plan.

Mrs. Foss-Eggemann stated that she believes the survey is good as it is written and about as bare-bones and straightforward as it can get. In regard to the FAQs, no matter what you say or don't say, what you include or don't include, everyone on the Board is not going to agree on it. She asked if there is a way to communicate the different opinions of the Trustees so that the public can hear the different views, since there is some dissention and conflict on the Board. Mr. Benka's concern is how best to communicate the situation and changes and actually get people to read it. Mr. Trizna stated he feels the FAQs should be attached to the survey. Mrs. Van De Carr stated she would need a lot of guidance as to what the Trustees would want. Her experience with surveys is that you have to hand it directly to someone if you want them to fill it out and some people don't ever read the narratives and go directly to the questions, if they fill it out at all. She questioned the purpose of the survey; is it to inform or is the purpose to get a sense of what the public thinks about the Library charging, or is it for them to read the FAQs and then answer the survey. Mrs. Ebling stated her opinion that the point is to get people's opinions, to gauge their feelings on being charged for programs. Mrs. Foss-Eggemann stated that a survey should only be one page long and not longer than that; simple, five questions, and that's it. She stated she would rather obtain a lot of responses to a few basic questions, rather than trying to extrapolate information from fewer responses. She suggested having other documents that people can access and read rather than just relying on the survey. Mrs. Harrison stated she believes the Library needs community input and opinions and it is time for the Library to take this step and move forward and get that input.

The Committee discussed that other information will be addressed in forthcoming Library newsletters.

Mr. Trizna gave some suggestions for the format of the survey before it goes out to the public. He stated he believes the survey was written with the intent to get a "no" response. Mr. Benka argued that it is not accurate to assume that the intent was for respondents to answer "no". Mr. Schmidt says that while he is not saying he agrees with Mr. Trizna on motivation behind how the question was written, he agrees the order of the denominations should be in order from smaller to larger, with check boxes. Mrs. Foss-Eggemann and Mr. Trizna stated the survey should be on the front desk. Mr. Trizna stated he doesn't think the survey shouldn't be given to those people who already attend the programs for free. Mrs. Ebling stated she believes the people who attend the programs value them, and if they value them they will want to keep the programs.

Mr. Trizna asked if surveys are regularly handed out at the end of a program, Mrs. Van De Carr stated that it is done occasionally to obtain suggestions for new programs, but it is not done all the time.

Mrs. Harrison asked when spring break occurs this year, to which Mrs. Van De Carr stated it is the first week in April. Mrs. Harrison suggested releasing the survey prior to spring break and continuing past spring break, for a total of perhaps five weeks.

Library Resources:

No meeting

Building & Grounds:

Mr. Trizna reported that the Committee met prior to this evening's regular Board meeting. The Committee reviewed the bids received for the Reader Services Lighting Project, and voted to accept the lowest bid, submitted by City Service Electric Inc. Mr. Trizna stated he will be voting no because he believes the windows should be completed prior to the lighting. Mrs. Van De Carr stated that the Reader Services area is so dark that many people complain, and soon we will have to distribute flashlights. The window project is going to be completed in phases.

On behalf of the Committee, Mr. Trizna made a

MOTION: to accept the bid from City Service Electric Inc. in the amount of \$102,527.00 for the Reader Services Lighting Replacement Project.

Roll call vote.

MOTION PASSED – VOTE 6 YAY, 1 NAY (Mr. Trizna)

The Committee reviewed the monthly maintenance report, which was routine.

FRIENDS OF THE LIBRARY

Mrs. Van De Carr reported that the Friends of the Library made \$900 at their "Children's and Vintage Book Sale" held on Sunday, February 9, 2014 and were very pleased with the sale.

UNFINISHED BUSINESS

Mrs. Van De Carr announced that on Tuesday, March 4 beginning at 7:00 p.m.; the Library is scheduled to discuss the Capital Plan with the City Council. She invited all Trustees to attend that meeting.

NEW BUSINESS

None

ADJOURNMENT

Mr. Benka MOVED to adjourn the Board meeting.

Mr. Trizna SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:08 p.m.

Audra Ebling, Secretary